

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Transportation Driver (1 full-time)

POSITION NUMBER: TGO 058-10

NOTE: Sections in the box are minimum requirements that all applicants must have in order to be considered for this position. These requirements must be stated on your application form in order to be considered for the position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred.
- * If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Ability to drive commercial vehicles.
- ☐ Ability to drive both automatic and manual transmission vehicles.
- ☐ Ability to demonstrate and promote positive guest relations.
- ☐ Must have a polite and friendly attitude and the ability to relate well with the public.
- ☐ Must have a neat and clean appearance.

EXPERIENCE:

- ☐ Minimum of one (1) year experience driving with a CDL License.

OTHER REQUIREMENTS:

- ☐ Must be 18 years of age or older. (**Copy of documentation must be attached with application**)
- ☐ Must have Class "C" Commercial drivers license. (**Copy must be submitted with application**)
- ☐ Must possess a valid State Drivers License (**Copy must be attached with application**). Out of state applicants hired for this position will be required to obtain a Washington State Driver's License within 30-days of hire.
- ☐ Must possess a clear driving record and meet the organizations insurance criteria. (**Current documentation from the DMV must be attached with application**)
- ☐ Must have, or obtain within 6 months from hire date, a CPR First Aid Training certificate.
- ☐ Must be able to pass an agility exam with at least a "medium" rating, to determine if physically capable of performing job duties.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work all TGO sites, the Tulalip Resort Casino, Quil Ceda Creek Casino, and Bingo.
- ☐ Must be able to successfully complete either a tribal, state, or federal background investigation.
- ☐ Must be able to obtain a Hotel Permit per Regulation 12 with the Tulalip Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for operating all types of vehicles.
- ☐ Ability to sit for extended lengths of time.
- ☐ Strength to lift up to 50 lbs. on an occasional basis.
- ☐ Mobility to bend and stoop on an occasional basis.
- ☐ Ability to climb stairs frequently.

Tribal Department: Hotel

Employee Classification: Non-exempt

Job Summary: Responsible for providing transportation to and from TGO properties for guest and team members.

Employee Reports To: Transportation Manager or designee

Extent of Job Authority: Under the direction of the Transportation Department Manager, responsible for the daily operations of the shuttle bus in accordance with set policies and procedures.

Specific Duties Performed:

1. Provides transportation for guests and team members of TGO properties.
2. Follows all state and local driving regulations.
3. Assists senior citizens and handicapped persons when needed or requested.
4. Maintains the cleanliness of the shuttle bus or van daily.
5. Attends team member meetings and/or training.
6. Writes reports on pertinent incidents or accident reports when necessary.
7. Observes and enforces the no smoking or loud music guideline on the shuttle bus.
8. Maintains current CPR/ First Aid certifications, attending progressive training as required.
9. Performs other duties deemed necessary as needed or directed by management.

Terms of Employment: This is a Regular Full-time position, requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$14.01 per hour

Opening Date: March 17, 2010

Closing Date: March 31, 2010 @ 4:00 pm

Please return your completed application to the Tulalip Resort Casino Receptionist by the closing date and time.

**** Required documents must be submitted prior to interviewing****